

October 5, 1932.

Form Letter No. 46.

To Superintendents of Schools and
Teachers in Charge of the Evening
Extensions.

RE: Regulations Governing the Evening
School.

Ladies and Gentlemen:

Those of you who are not familiar with the regulations governing the evening school will please take note of the following.

(1) The whole evening school organization to made on the assumption that the majority of the students enrolled are teachers in service in the public schools of Porto Rico or employees. Whenever regular students of the public schools are enrolled, they should be subjected to the regulations governing admission to the regular day schools.

(2) Under no circumstances can persons enrolled in public or private accredited schools be admitted to the evening school without recommendation from the high school principal.

(3) A fee of \$2.00 per month per subject is charged, an additional \$2.50 per semester being required of students enrolled in laboratory courses.

(4) All fees should be collected in advance by the teacher in charge and deposited with the local superintendent of schools. Whenever a reasonable amount has been collected it should be sent immediately by postal money order payable to the RECEIVING OFFICER, BUREAU OF EXTENSION & EXAMINATION. (Money order fees may be deducted from the total remitted.) Under no circumstances should fees be sent in cash or in checks of any kind. The attention of teachers in charge and superintendents is called to the fact that we are no longer recommending that money be sent by certified check but only, as stated above, by postal money order.

Together with each remittance, please send a detailed report including the following: (a) name of each student in strict alphabetical order; (b) subjects in which he is enrolled; (c) total amount paid by each student and for which individual receipts should be issued. Please note that this document is FOR PURPOSES OF ACCOUNTING BY THE RECEIVING OFFICER SO THAT IT SHOULD NOT INCLUDE ANY OTHER INFORMATION. In case you have any other data to submit, please do it in separate letter.

Promptness in remittances is urged since we can not give courses to teachers' payroll until the total of fees collected is deposited with the office of the Treasurer of Porto Rico.

(5) After the second week of each school month the teachers in charge will see that no student is admitted to any class unless all fees have been paid.

(6) School months for the evening school should correspond to the public school calendar published for the schools of Porto Rico, copy of which is enclosed.

(7) At the end of each school month the superintendent of schools will send to this office a report containing the following information: (a) name of each person employed in the evening school (teachers, principal, janitor, etc.); (b) period for which pay is recommended for each month; (c) total amount to be paid in each case in accordance with employee's contract.

(8) All communications should be sent through the office of the Superintendent of schools.

Very truly yours,

THE COMMISSIONER OF EDUCATION

Per (Sigend) Pedro Gil, Director
Bureau of Extension & Examination

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